

## CHART OF ACCOUNTS

BALANCE SHEET ACCOUNTS			INCOME STATEMENT ACCOUNTS		
NO.	NAME	TYPE	NO.	NAME	TYPE
<b>100 CURRENT ASSETS</b>			<b>400 INCOME (REVENUE)</b>		
100	General Bank Account	Current Asset	400	Fees Earned	Income
105	Petty Cash	Current Asset	410	Expense Recovery	Income
115	Trust Bank Account	Current Asset	430	Interest Income	Income
120	Accounts Receivable	Current Asset	499	Miscellaneous Income	Income
121	General Disbursement Recovery	Current Asset	<b>500 EXPENSES</b>		
125	Prepaid Insurance	Current Asset	502	Accounting and Bookkeeping	Expense
128	Prepaid Expense	Current Asset	503	Advertising	Expense
130	Office Supplies	Current Asset	505	Motor Vehicle Expense	Expense
<b>150 FIXED ASSETS</b>			506	Bad Debts Expense	Expense
150	Building	Fixed Asset	507	Bank Charges and Credit Card Expense	Expense
151	Depreciation—Building	Fixed Asset	511	Salaries Expense	Expense
155	Computer Equipment (Hardware)	Fixed Asset	517	Employment Insurance (EI) Expense	Expense
156	Depreciation—Computer Equipment	Fixed Asset	518	Canada Pension Plan (CPP) Expense	Expense
158	Office Furniture and Equipment	Fixed Asset	520	Employer Health Tax (EHT) Expense	Expense
159	Depreciation—Office Furniture and Equipment	Fixed Asset	522	Depreciation Expense	Expense
160	Intangible Assets	Fixed Asset	523	Donations	Expense
161	Depreciation—Intangible Assets	Fixed Asset	524	Equipment Lease	Expense
<b>200 LIABILITIES</b>			525	General Disbursement Expense	Expense
200	Accounts Payable/General Liabilities	Liability	526	General Disbursement Recovery	Expense
205	Personal Loan	Liability	527	Insurance—Professional Liability	Expense
210	Credit Card Debt	Liability	528	Insurance—Other	Expense
215	Trust Funds Owed	Liability	529	Interest Expense	Expense
217	Payroll Clearing	Liability	530	Library and Subscriptions	Expense
220	Accrued Salaries Payable	Liability	531	Legal Research Expense	Expense
221	Employee Tax Deductions Payable	Liability	532	Maintenance and Repairs	Expense
222	Employee Health Tax Payable	Liability	533	Meals and Entertainment Expense	Expense
227	Vacation Accrual Payable	Liability	534	Membership/Professional Dues	Expense
240	HST/GST Payable	Liability	535	Office Supplies/General Expense	Expense
250	Bank Line of Credit	Liability	538	Rent Expense	Expense
<b>300 OWNER'S EQUITY</b>			540	Stationery/Supplies	Expense
300	Owner, Capital	Equity	541	Travel	Expense
350	Owner, Drawings	Equity	542	Utilities	Expense
355	Income Summary	Equity	550	Delivery Expense	Expense
			551	Delivery Recovery	Expense
			553	Fax Expense	Expense
			554	Fax Recovery	Expense
			555	Photocopy Expense	Expense
			558	Parking Expense	Expense
			560	Photocopy Recovery	Expense
			561	Searches	Expense
			563	Postage Expense	Expense
			564	Postage Recovery	Expense
			565	Telephone Expense	Expense
			566	Telephone Recovery	Expense